JOB DESCRIPTION

Senior Associate Athletic Director for Academic Services

Definition of Class
This is a supervisory position in which the incumbent is responsible for coordinating all facets of assisting and counseling student athletics with academic requirements, while keeping in compliance with NCAA, SEC, and University academic eligibility and graduation requirements. The incumbent monitors academic and eligibility standards and progress; supervises academic support staff; and serves as the department’s representative with the campus recruiting program. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Manages all academic support services for the University of Mississippi student-athlete population.

Develops and implements strategic planning for the continual improvement and enhancement of academic support for student-athletes.

Develops and monitors department budget. Reviews and approves all expenses related to academic support services.

Develops, implements, and assesses a variety of special programs and projects related to the academic success of student-athletes.

Drafts nomination forms for all academic honors and scholarships.

Coordinates the identification, recruitment, hiring, training, and evaluation of both full and part-time staff.

Oversees the counseling of student-athletes regarding academic performance, including course/major selection, developing graduation plans, time management, goal setting, career planning, learning and study strategies, test taking, note taking, and other skills necessary for academic success.

Prepares various reports and analysis denoting progress, adverse trends, and determines appropriate action plans.

Serves on various committees while representing the department and acts as liaison to administrators, the university community, and external agencies.

Publishes student-athlete handbook for distribution.

Supervises and oversees the activities of subordinate staff.

Stays abreast of and assures adherence to NCAA, SEC, and University rules and regulations.

May be required to travel and work outside normal business hours (evenings, weekends, and some holidays).

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the operations of the department and its staff.

2. Coordinates counseling/advising for student-athletes.
3. Serves as liaison to faculty, staff, and administrators with issues related to academics and student-athletes.

4. Supervises the maintenance of student-athlete records and develops reports.

5. Ensures compliance with NCAA, SEC, and institutional eligibility standards.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; lift or carry; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Master’s Degree from an accredited four-year college or university.

**AND**

- **Experience:** Four (4) years of experience related to the above described duties.

**Substitution Statement:**

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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